

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 May 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 21, Week of 21 - 27 May 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 21 May there were  people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were  people for the week of 21 May. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 21 May were as follows:

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	Tested	Qualified
Shorthand	<input type="text"/>	<input type="text"/>
Typewriting	<input type="text"/>	<input type="text"/>

25X1

25X1

4. Clerical Refresher Training Program 69 Begins. Clerical Refresher Training Program 69 began on Monday, 27 May with  students enrolled from the following Agency components: DDP,  DDS,  DDI,  DCI,  25X1

25X1

5. Secretarial Workshop at  Chief, Clerical Orientation, conducted a special secretaries workshop at  on 20 and 21 May. She had two three-hour meetings--the  girls on Monday afternoon and the  people on Tuesday morning.  girls attended their meeting;  people from  attended the first half of their meeting and  stayed for the second half. 25X1

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The first half of the program was a presentation of the current organization of the Office of Training.  girls from headquarters represented their respective schools or staffs and described the responsibilities of their components. The second half of the program was devoted to correspondence procedures.  wrote a manual for each site which spelled out the procedures applicable to their work. 25X1

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The workshop was very well received. The girls were responsive and enthusiastic about receiving such information. They were also grateful for the standardization of correspondence procedures as set forth in the manual.  were very cooperative and seemed to appreciate the effort put into the program. 25X1



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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 28 May 1957

FROM : Chief, Reading Improvement

SUBJECT: Weekly Activities Report No. 22  
22 May - 28 May 1957

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1.  is taking the Intelligence Orientation  
Course which started Monday, 27 May.

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